



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

## VACANCY NOTICE

### RHODE ISLAND DEPARTMENT OF EDUCATION DIVISION OF ACCOUNTABILITY & QUALITY ASSURANCE TRANSFORMATION OFFICE

#### **\*CHARTER SCHOOL COORDINATOR**

**Salary range (MIN) \$64,680 (MID) \$ 84,085**

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**POSTING PERIOD:** December 29, 2010 – January 12, 2011

**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**(Position is part of Local 2012)**

*\*Subject to FTE approval and available funding*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

## DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

### NONCLASSIFIED JOB DESCRIPTION

**TITLE:** Charter School Coordinator

**GENERAL STATEMENT OF DUTIES:** Incumbents represent the Office of the Commissioner in creating systems and structures for performance management of charter schools in the state. Facilitating collaboration among community groups, school districts and schools involved in public education reform and school improvement efforts including Progressive Support and Intervention. Responsible for planning, developing, and directing programs and activities for State charter schools.

**SUPERVISION RECEIVED:** Works under the supervision of the Chief Transformation Officer with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Brokers and participates in community-based discussions and planning meetings relating to school improvement and reform issues.

Constructs, maintains and updates materials regarding charter options for community organizations, funders and potential school leaders.

Collaborates with appropriate offices to plan meetings regarding the vision and planning for charters in the state.

Prepares written materials and other forms of media for both internal and external use in discussions of school reform including charter programming.

Prepares written and oral presentation to the Commissioner and Regents regarding community engagement efforts relating to school improvement and reform issues.

Researches current high-performing charter schools and authorizers, identifies performance measures within those organizations, and disseminates information from these sites when and where appropriate.

Supports the identification of methods of integration and collaborative professional learning for charter staffs.

Identifies methods of intervention and support for struggling charter schools; works with appropriate RIDE offices to inform schools of status, timelines and options.

Coordinates the charter school review and approval process, which includes developing materials for external review meetings, coordinating internal review meetings, monitoring and providing ongoing regulatory oversight, coordinating and conducting application renewal review to charter schools, and providing technical assistance to applicants.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of program evaluation practices and procedures.

Knowledge of grant writing policies and procedures.

Knowledge of policy development procedures.

Knowledge of project management principles.

Skilled in performing strategic planning.

Skilled in managing projects.

Skilled in analyzing public policy, governance issues and issues regarding board relations that confront traditional and non-traditional public schools.

Skilled in giving public presentations.

Skilled in developing policies.

Skilled in facilitating meetings.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Bachelor's Degree in Public Policy Formulation, Education Administration, or a related field.

**EXPERIENCE:** Charter school teaching, leadership and/or community affairs experience and education governance preferred, and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: June 2010